

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-483

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY CIRCUIT COURT, SUPPORT AND CUSTODY DIVISION

Item No.	Description	Retention
1	<p><u>CASH RECEIPTS JOURNAL: CASH ADJUSTMENTS AND NON-CASH CREDITS</u></p> <p>DESCRIPTION: Daily accounting of payor's payments and all cash adjustments - including non-cash payments, voids, manuals, suspense releases. Also includes payee balance reports.</p> <p>FILE ARRANGEMENT: Numerically by payor's case number and by date of receipt.</p>	Destroy three (3) years from the date of origin using the calendar year.
2	<p><u>LEDGER FILE:</u></p> <p>DESCRIPTION: This report printed at the end of each month. This is a printout of each case as of the last day of the month, as seen on the terminal.</p> <p>FILE ARRANGEMENT: Alphabetically A-Z, divided into two books A-K and L-Z.</p>	Destroy five (5) years from the date of origin using the calendar year.
<p>APPROVAL FOR BALTIMORE COUNTY:</p> <p><i>Frank R. Thornton</i> 1-15-79 RECORDS MANAGEMENT OFFICER</p>		

Schedule approved by Department, Agency or Division Representative

Michael A. Commey *Director* 1-15-79
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Item No.	Description	Retention
3	<p><u>END OF YEAR LEDGER FILE:</u></p> <p>DESCRIPTION: This is the same report as Item 2 <u>but</u> it is how each and every case (opened and closed) stands as of the end of the year, as seen on the terminal.</p> <p>FILE ARRANGEMENT: Alphabetically A-Z, divided into two books A-K and L-Z.</p>	<p>Destroy five (5) years from the date of origin using the calendar year.</p>
4	<p><u>END OF YEAR REPORT OF CLOSED CASES:</u></p> <p>DESCRIPTION: This report printed the last day of the calendar year. It is a record of every case closed that particular year, as would be seen on the terminal. After this record has been printed, all of this information will then be deleted from the terminal, thus, leaving the only record of closed cases in this report.</p> <p>FILE ARRANGEMENT: Alphabetically A-Z.</p>	<p>Destroy five (5) years from the date of origin using the calendar year.</p>
5	<p><u>LEDGER ACTIVITY CONTROL BOOK:</u></p> <p>DESCRIPTION: Contains backup-update, totals of day to day. Also, holds totals of all cycles used (wkly, bi-wkly, mo., bi-monthly and fixed). Also, has back-up payee balance report.</p> <p>FILE ARRANGEMENT: In chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>
6	<p><u>CHECK REGISTER:</u></p> <p>DESCRIPTION: Daily record of checks issued showing the check number, amount, case number, payee's name and the last date check was issued. Contains the net disbursement.</p> <p>FILE ARRANGEMENT: In chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>

Item No.	Description	Retention
7	<p><u>SUSPENSE ACCT.:</u></p> <p>DESCRIPTION: Complete record of all checks, money orders, and cash payments (unidentified payments) which go into our holding account. Date when they went in and date when they are released.</p> <p>FILE ARRANGEMENT: In chronological order using the report issued the last day of each month.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>
8	<p><u>PAYOR STATUS REPORT:</u></p> <p>DESCRIPTION: Daily record of every account which is active. Our main source of checking payments and account status when terminal is not working.</p> <p>FILE ARRANGEMENT: Each day is issued in alphabetical order and they are kept in chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>
9A	<p><u>DEPOSIT CONTROL REPORT: EDITS</u></p> <p>DESCRIPTION: Daily record of every check, money order, cash payment and all cash adjustments in exactly the order in which they were keypunched.</p> <p>FILE ARRANGEMENT: In chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>
9B	<p><u>DEPOSIT CONTROL REPORT: RE-EDITS</u></p> <p>DESCRIPTION: Daily record of all payments and cash adjustments received. These are the same items as listed in section "9A" except these are listed in numerical order starting with lowest check number to highest. The same for cash and money orders.</p> <p>FILE ARRANGEMENT: In chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>

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Item No.	Description	Retention
10	<p><u>CHECKS AND CHECK RECONCILIATION:</u></p> <p>DESCRIPTION: This is information supplied by our bank. This is a month to month accounting of all our checks that have been issued, whether they are still outstanding or have been paid. Returned to us at the same time from the bank are the cancelled checks which have been paid during that month.</p> <p>FILE ARRANGEMENT: Each month is listed in numerical order by check number. All reports are then kept in chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>
11	<p><u>PAYEE BALANCE REPORT:</u></p> <p>DESCRIPTION: This report is issued the last day of each month. It lists every payee, where money is being held in the payee balance.</p> <p>FILE ARRANGEMENT: Each report is in alphabetical order - then all reports are filed in chronological order.</p>	<p>Destroy three (3) years from the date of origin using the calendar year.</p>